State and Federal Document Changes

Scroll to the bottom of this page for assistance and resources related to State and Federal document changes.

Social Security Requirements

Changing Legal Name


- A document showing your previous name and an identifiable feature such as your date of birth, age, or social security number and a document showing your current name and the same identifiable feature. For example you can show your social security card with your previous name and your license with your current name if your license has your Social Security Number on it. You could also show your birth certificate with your previous name and your license with your current name.
- A document showing your previous and current names listed together, such as the court order for your name change.

Changing Legal Gender


- An original and certified document stating your present, legally changed gender (for example, an amended birth certificate obtained from the county register of deeds or the Office of Vital Records).
- A completed SS5 form available at http://www.ssa.gov [1].
- A letter from a surgeon stating that appropriate clinical treatment has been
completed. This letter must be an official, original letter.

Passport Change Requirements

Changing Legal Name in Passport

Required Documentation:

- A certified copy of a marriage certificate or name change court degree to prove that your name has legally changed.
- Your current passport.

There is no fee unless you need your passport immediately.

Mail all of this information to the following address:

Charleston Passport Center  
Attention: Amendments  
1269 Holland Street  
Charleston, SC 29405

Changing Legal Gender in Passport

If you are in the process of or have completed gender reassignment, please note:

- The ID you present with your application must accurately reflect your current appearance.
- The passport photo submitted with your application must accurately reflect your current appearance.
- In order to have the passport issued in your new gender, you must submit a physician certificate with your application that validates whether your gender transition is in process or complete.
- Requirements for all elements of the passport application aside from gender still apply, including evidence of legal name change (if applicable).
If a physician certifies that your transition is complete:

You are eligible for a full validity ten-year passport. The signed original statement from the attending medical physician must be on office letterhead and include:

- Physician’s full name, address, and telephone number
- Medical license or certificate number
- Issuing state or other jurisdiction of medical license/certificate
- Language stating that:
  - They have treated you, or has reviewed and evaluated your medical history
  - You have had appropriate clinical treatment for transition to male or female, or are in the process of transition to male or female (this is language required by the U.S. Department of State. There is currently no nonbinary option).
  - The statement must include, “I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.”
  - Medical certification requirements are the same for a minor as an adult.

If a physician certifies that your transition is in process:

You are eligible for a limited validity two-year passport. The signed original statement from the attending medical physician must be on office letterhead and include:

- Physician’s full name
- Medical license or certificate number
- Issuing state or other jurisdiction of medical license/certificate

Example Certification from Attending Physician

(On Attending Physician’s Official Letterhead)

Option 1:

I, (physician’s full name), (physician’s medical license or certificate number), (issuing State of medical license/certificate), (DEA Registration number), am
the attending physician of (name of patient), with whom I have a
doctor/patient relationship.

(Name of patient) has had appropriate clinical treatment for gender transition
to the new gender (specify new gender male or female).

Signature of Physician

Typed Name of Physician

Date

Option 2:

(Name of patient) is in the process of gender transition to the new gender
(specify new gender male or female).

I declare under penalty of perjury under the laws of the United States that
the forgoing is true and correct.

Signature of Physician

Typed Name of Physician

Date

For more information on passport gender marker changes see:
https://travel.state.gov/content/travel/en/passports/apply-renew-passpor... [3]

Selective Service Requirements
If transitioning from Female to Male

You do not need to register with the Selective Service.

You do need to receive a letter from the Selective Service stating their exemption if they were born after January 1st, 1960 for the following reasons:

- Technically, “a man who fails to register may, if prosecuted and convicted, face a fine of up to $25,000 and/or a prison term of up to five years.”
- While chances of prosecution are extremely slim, an FTM trans person who is legally male and does not register for the draft by age 26 and does not have an exemption letter may find that “some doors are permanently closed”. These doors include student financial aid, federal employment, federal job training, and US citizenship.

In order to get a letter of exemption, you may be required to send in documentation that proves you were born female (such as an un-amended birth certificate or hospital birth record) to the Selective Service along with a “Status Information Letter Request” (this form can be found at [www.sss.gov][4])

The exemption letter they send back clearly states that you are exempt from the draft but does not give any information as to why.

More information can be found at [https://www.sss.gov/Forms][5] or by calling (847) 688-6888.

If transitioning from Male to Female

You must still register with selective service.

Assistance and Resources

**Carolina Student Legal Services office**
Helps students with legal name changes.

**The LGBTQ Center of Durham**

Has a name change navigator to assist people with changing their name. Visit https://www.lgbtqcenterofdurham.org/programs/name-change.html [7]

**Changes with Social Security Administration**


**Changes on Passport**

From the U.S. Department of State: https://travel.state.gov/content/travel/en/passports/apply-renew-passpor... [3]

**Changes in Sex Designation on NC Driver’s License**


**Changes in Name on NC Driver’s License**

From the North Carolina Department of Transportation: https://www.ncdot.gov/dmv/license-id/renewal-replacement/Pages/replaceme... [10]

Source URL: https://lgbtq.unc.edu/resources/transitioning-carolina/state-and-federal-document-changes

Links
[6] mailto:jrouth@live.unc.edu